



EMPLOYEE DISCIPLINARY REPORT

To Personnel Department:

The following warning was issued today and I desire that the warning be made a part of the official record.

Jeffrey Denton NAME Old Service DEPARTMENT 2/21/00 DATE OF WARNING

- |  |  |   |
|--|--|---|
| 1. <input type="checkbox"/> UNREPORTED ABSENCE                       | 6. <input type="checkbox"/> FAILURE TO OBEY ORDERS       | 11. <input type="checkbox"/> VIOLATION OF SAFETY RULES            |
| 2. <input type="checkbox"/> TARDINESS                                | 7. <input type="checkbox"/> FIGHTING ON COMPANY PREMISES | 12. <input checked="" type="checkbox"/> DEFECTIVE & IMPROPER WORK |
| 3. <input type="checkbox"/> DRINKING ON DUTY                         | 8. <input type="checkbox"/> LEAVING WITHOUT PERMISSION   | 13. <input checked="" type="checkbox"/> CARELESSNESS              |
| 4. <input type="checkbox"/> REPORTING UNDER THE INFLUENCE OF ALCOHOL | 9. <input type="checkbox"/> HOUSEKEEPING                 | 14. <input type="checkbox"/> DESTRUCTION OF COMPANY PROPERTY      |
| 5. <input type="checkbox"/> INSUBORDINATION                          | 10. <input type="checkbox"/> IMPROPER CONDUCT            |   |

REMARKS

On the afternoon of Feb 21-00 I talked to Jeffrey about a customers car he serviced and did not check the oil level when done, we had to send shop foreman to customers house to add 4pts of oil to engine, another silhouette was over filled by 2pts and another customers car had brake pads that were worn down to metal - continued on reverse side

Robert Brattigam  
Signature of Supervisor

I have read this report ----- Signature of Employee

THE ABOVE OFFENSE OR OFFENSES HAVE BEEN NOTED AND ARE MADE A PART OF THE ABOVE EMPLOYEE'S RECORD AS OF THIS DATE.

Personnel Department

Date



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which includes a  
broke inspection, worn out brakes were not brought to advised attention  
to notify the customer. I have counseled Jeffery on numerous occasions  
about his thoroughness and explained to him no more instances of  
his not properly checking his work would be tolerated!